

JOB VACANCY ANNOUNCEMENT
(Civilian)



VACANCY #:	2021050	CLASS CODE:	002NK2
VACANCY TITLE:	Senior Pension Administrator		
VACANCY LOCATION:	Human Resources Division - GHQ - Indianapolis		
STARTING SALARY:	\$35,568.00	<small>***STARTING SALARY MAY BE ADJUSTED FOR EDUCATION, EXPERIENCE AND TRAINING*** ***FOR CURRENT STATE EMPLOYEES, ESTABLISHED SALARY RULES APPLY***</small>	
OPEN DATE:	June 11, 2021	CLOSE DATE:	June 25, 2021

Job Description: (Responsibilities/Duties)

To serve as a civilian employee of the Indiana State Police whose primary responsibility is to process and monitor all transactions relating to the Indiana State Police Pension Trust, Trooper pension benefits, service purchase program and issues pertaining to the Windfall Elimination Provision (WEP). To calculate police disability pensions in accordance with the Pension Trust Agreement (the Trust), and coordinate payments with the Treasurer's Office. Further information regarding the Pension Trust can be found at <https://www.in.gov/isp/2350.htm>.

Minimum Requirements:

All Indiana State Police employment requires a minimum of a High School Diploma or General Equivalency Degree (G.E.D.). See below for additional requirements.

A. Education, Training, Experience

Must possess a Bachelor's degree, or ten (10) years of full time professional experience in a related field. Must be able to explain the Department's pension and supplemental pension programs in detail to participants and beneficiaries. Must be able to analyze complex information regarding pension legislation at the federal and state levels. Must be able to explain complex information related to the service purchase program. Must be able to prepare clear and comprehensive reports. Comprehensive experience in general accounting procedures is desired.

B. Physical

Work is normally performed in an office environment with minimal lifting required.

Additional Comments: To be considered for this position you need to apply on-line at:

Indiana State Police - Career Opportunities - Civilian Opportunities at <https://www.in.gov/isp/3627.htm>

Must be able to successfully pass a background investigation. Applicants are asked to submit a complete work history. All applicants are required to submit copies of high school transcript or GED certificate, any college transcripts, technical certificates and a military DD214 (if applicable). Please indicate your name and the position for which you have applied when forwarding all attachments.

Please e-mail the above listed items to ISPCivilianJobs@isp.in.gov or mail to:

Indiana State Police
Human Resources Division
100 North Senate Avenue
Indianapolis, IN 46204-2259
Attn: Brandon Lowe

Indiana State Government is an E-Verify employer and all new employees are required to have their employment eligibility verified through the Department of Homeland Security and Social Security Administration. To remain in accordance with the law, the Immigration Reform and Control Act requires that we certify the identity and work eligibility of all new employees. Therefore, this appointment is subject to your presentation of proper documentation as required by the law. The Employment Eligibility form (Form I-9) and all other needed documentation can be found at www.uscis.gov/files/form/i-9.pdf. Please note that if you submit a document from list B of Form I-9, this document must contain a photo ID to establish identity. All new employees must present the required documents in person, on your first day of employment. Failure to comply may result in dismissal until proper identification can be provided.

Benefits

The Indiana State Police offers a comprehensive benefit package which includes medical, dental, vision, life insurance, retirement plans and accrued leave.

Equal Employment Opportunity

The Indiana State Police is an Equal Opportunity Employer.

AUTHORITY: Major Sorrells *CRS/sr*

by:

Personnel Officer I